

TERMINATION OF NWS INFORMATION SERVICES

SUMMARY OF REVISIONS: New Issuance

Signed by	June 1, 2005
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1. Introduction. This instruction establishes a process for termination of significant National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) information services. NWS Policy Directive 1-10, *Managing the Provision of Environmental Information*, and NWS Instruction 1-1001, *Tracking and Public Notification of Proposed Changes to NWS Information Services*, describe requirements for pre-decisional public notification, seeking public comment, and due consideration of comments prior to terminating a significant information service(s). This Instruction provides more detailed procedures on how these requirements will be met. Additional procedural directives and/or supplements may be required to fully implement this process.
2. Objective. This process serves to institute an open environment, both internal and external to NWS, for carrying out termination of an NWS information service, from initial proposal to final implementation.
3. Nomination. Any individual/entity (within or outside NWS) may identify a particular information service(s) for possible termination. Nominations will be addressed to the Director, Strategic Planning and Policy Office (SPP), who will establish an open process for accepting such nominations.
4. Proposal. The SPP Director will review all nominations, and will confer with appropriate officials to identify those that will be proposed as NWS information services for termination.
 - 4.1 The SPP Director will provide suitable notification to the nominating party(ies) about whether or not their nominated information service will be proposed for termination.
 - 4.2 The SPP Director will identify a Deciding Official for each information service proposed for termination. The Deciding Official (or his designated point of contact) will oversee the remaining steps in this directive.
5. Comment Period. As required by NWSPD 1-10 and NWSI 1-1001, any information service proposed for termination will undergo a public notification and comment period. The Deciding Official (or his/her designee) will follow NWSI 1-1001 and establish an appropriate comment period to allow affected parties to express their views, but in no case less than 30 days.
6. Decision. As per NWSI 1-1001, after conclusion of the public comment period, all comments will be reviewed and a final decision made by the Deciding Official. This decision will be made in accordance with NWS responsibilities as an agency of the U.S. Government, to serve the public interest and advance the nation's environmental information enterprise as a whole (See NWSPD 1-10, sections 2, 4.3) Any disputes regarding the decision will be handled using existing internal management processes. The Deciding Official (or designee) will inform SPP of the decision regarding termination. If the decision is to terminate the information service, the Deciding Official (or designee) will provide a plan for orderly termination.
7. Notification. NWS will provide public notification of its decision regarding termination of an information service (at a minimum, through reporting described in NWSI 1-1001). The

public will be notified of the actual termination per NWSI 10-1805, *National Service and Technical Change Messages*, or other appropriate directives.

8. Scope. This directive will apply to terminating any significant NWS information service (see Appendix for definitions). This includes:

- a. NWS products (data, forecast, and model guidance)
- b. NWS services
- c. Dissemination systems
- d. Web sites

9. Authorities and Responsibilities. This directive establishes the following authorities and responsibilities:

9.1 Any party (inside and outside NWS) may nominate an NWS information service for termination.

9.2 Director, Strategic Planning and Policy Office – The SPP Director will establish an open process for accepting nominations to terminate an information service, review nominations, confer with appropriate officials to identify proposed information services for termination, provide suitable notification to the nominating party(ies), and establish the deciding official for each proposed termination.

9.3 Deciding Officials – The deciding official (or his designee) for any information service proposed for termination will initiate the public comment process, review comments, make a decision, and conduct the required notification process before termination.

Appendix

References

NWSPD 1-10 – *Managing the Provision of Environmental Information*

NWSI 1-1001 – *Tracking and Public Notification of Proposed Changes to NWS Information Services*

NWSI 10-1805 – *National Service and Technical Change Messages*

Definitions (as applied in this instruction)

Information - The term "information" means any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Environmental Information – Any information that changes as environmental condition changes (e.g. weather, water, climate).

Provision – Refers to both the means (e.g., dissemination system) and content

Information Service - Any product, dissemination system, or other service that provides environmental information to NWS users.

Significant Information Service - An information service that meets any of the following conditions:

- is required by law;
- involves substantial expenditure of funds;
- by reason of the nature of the service, is a matter of continuing public interest; or
- by reason of the time value of the service, commands public interest.